

Governor's State Workforce Investment Board Workforce Investment Act Committee

**Red Lion Colonial Inn Hotel
Helena, Montana
January 21, 2009**

DRAFT MINUTES

BOARD MEMBERS PRESENT: Dan Miles, Chair; Mike McGinley, Vice Chair; Thomas Curry; Michael DesRosier; TJ Eyer; Gail Richardson; and Jeff Rupp.

BOARD MEMBERS ABSENT: Marty Copps and Keith Kelly.

STAFF: Leisa Smith, Dan Berhardt, and Danielle Nettleton.

GUESTS: Mary Berg, Drea Brown, Suzanne Ferguson, Jasyn Harrington, Sheila Hogan, Lisa Newman, Gary Warren, Gary Wright, and Lindsey Woolsey.

I. Welcome and Introduction

Chairman Dan Miles called the meeting to order at 1:07 p.m. He welcomed committee members and guests. Chair Miles provided a brief review of the strategic planning process on September 25, 2008. The discussion was facilitated by Lindsay Woolsey, Senior Policy Associate, Corporation for a Skilled Workforce. He reported the committee will meet as needed to review Workforce Investment Act (WIA) issues.

▪ Roll call, Housekeeping, and Meeting Documents

Danielle Nettleton conducted roll call, addressed housekeeping items, and reviewed meeting materials. Chair Miles explained the committee conducts business under Roberts Rules of Order. He stated he would relax Roberts Rules of Order to encourage active and open discussion. He reminded members of the public to state their name clearly for the accuracy of the minutes.

▪ Agenda

Chair Miles reviewed the Agenda; it was accepted, as presented, by consensus.

II. WIA Title IB Programs Review

Suzanne Ferguson, WIA Supervisor, Statewide Workforce Programs and Oversight Bureau, presented a PowerPoint Presentation to provide a clear understanding of WIA, keeping in mind the Act has not been reauthorized. The presentation covered the following topics:

- Workforce Investment Act
- SWIB membership, roles, and responsibilities
- State Plan: required elements and updates on the proposed new process
- Funding formula and allocation
- Adult, Dislocated Worker, and Youth WIA Title IB Programs: What they do and who they serve
- Annual Report and Performance Measures
- Overview of current Waivers and new possible opportunities

- Monitoring and Technical Assistance
- WIA Reauthorization and Economic Stimulus update
- Request for Proposal (RFP) timelines
- Other WIA Programs and Projects: Rapid Response, National Emergency Grants, Lineman Program, Incentive Grant, and Senior Community Service Employment Program

III. DLI Workforce Training Programs/Revisions

Gary Warren, Job Service Operations Bureau Chief, provided an overview of the Job Service Operations Bureau (JSOB) and affiliated partners, including the Business Expansion and Retention (BEAR) teams, Job Service Employers Council (JSEC), and Community Management Teams (CMT.) He provided a brief review of the past JSOB structure and the development of the new five regions to improve services and the operation of programs. Mr. Warren provided an overview of a large array of Workforce Development, Business Education, Human Resource Assistance, Professional Networking, and Job Seeker Services available to Communities, Businesses, and Individuals through the local Job Service Offices. He also reviewed current programs operated by Job Service. Discussion occurred regarding developing a menu of services to provide a list of priority industries for targeted training. For more information regarding available services and descriptions of programs offered, please contact your local Job Service Office.

IV. Goals, Vision, Impacts, and Timelines

The committee reviewed and discussed ideas that emerged from the SWIB facilitated strategic planning session. Comments and recommendations included:

- WIA business decisions should be made by the WIA Committee. Issues, rationales, and recommendations should be summarized in one page updates that are sent to Members prior to SWIB and Committee meetings. At the beginning of each meeting, time should be dedicated to “any questions about the update” (Not the update itself; i.e. no presentations.)
- For issues requiring action, SWIB staff should ask members to inform them of unclear information about the issue, prior to the meeting. Discussions prior to the meeting should handle this on a one-on-one basis; hoping this process will prevent bogging down the SWIB meetings, which should be focused on the three Priority Areas and Action Plan. (Exceptions to this may include items such as passing a Budget or 5-Year Plan.)
- Per SWIB Operating Procedures, the WIA Committee will become the regulatory committee (previously the Workforce Systems Committee.) Staff will review the Workforce Systems Committee duties and modify to best represent the responsibilities to the newly formed WIA Committee. Duties and responsibilities will be shared with committee.

Leisa Smith notes that the committee timeline will follow the needs of WIA. The committee needs to ensure the regulations are met to, facilitate the connection of partnerships, and understand the basics of the Workforce Investment Act of 1998. Ms. Woolsey recommended the committee be mindful that not all committee discussion and business needed to be brought to the full board. She suggested the committee keep their goals simple especially with current changes in the administration, reauthorization, and the stimulus package. The committee should make decisions as needed and be flexible. Chairman Miles requested Staff review the law to ensure committee versus the need for full board involvement was clear.

The following are additional next steps and requests identified during committee discussion:

- Develop an overview of deadlines required by WIA.
- Work with the Research and Analysis Bureau to identify growth occupations and the training needs of our future workforce.

- Identify training provided by other departments to ensure no overlap.
- Receive reports indicating the number of program participants, grants received by communities, and WIA funding reports, layoffs, job growth and business start-up, stimulus projects, etc.
- Convene a meeting between the Youth Council and Youth Program Providers to discuss the proposed \$1.2 billion to create a Summer Youth Employment Program. Discussion should review the infrastructure and ability to develop a program by summer; pending approval in the Economic Stimulus Bill.

V. Other Business

With the upcoming approval of the stimulus, the committee may need to meet in the near future. Committee members were encouraged to be flexible with the possibility of a meeting being called with short notice.

VI. Adjourn

With no further comment, Chair Miles adjourned the meeting by consensus at 5:28 p.m.